# OPA DATABASE GUIDE

# FOR

# PUBLIC USERS – GETTING STARTED

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We Deliver Solutions

# CONTENTS


| | |
|---|---|
| Getting Started | 1 |
| Accessing HRSA OPA 340B System | 1 |
| Public User | 1 |
| Homepage Features | 2 |
| Helpful Links | 3 |
| Browser Session Timeout | 4 |

# GETTING STARTED

Objectives:

- Accessing HRSA OPA 340B Program
- Familiarization of HRSA 340B Homepage

## ACCESSING 340B OPA SYSTEM

| DETAILS | EXAMPLE |
|---|---|

### *Accessing HRSA OPA 340B System*

- Accessing the HRSA 340B OPA System **only** requires a URL; no User ID or Password is necessary.
- Three business functions of the 340B System: Covered Entities, Contract Pharmacies, and Manufacturers.
- Home links to the **HRSA OPA 340B Homepage**.
- Reports links to a landing page for with a list of specific reports in the three business areas.

### *Public User*

1. Enter this URL: http://opanet.hrsa.gov/opa/default.aspx, and **HRSA OPA 340B Homepage** displays.

***Bookmarking this URL provides quick access.***

2. Click on an applicable link and the appropriate screen displays.

## HOMEPAGE FEATURES

| DETAILS | EXAMPLE |
|---|---|

### *Homepage Features*

**Menu Bar**

- Each menu heading provides a drop-down with essential links.

**Main Selection Boxes**

- Same essential links are available for each program area.

**What's New**

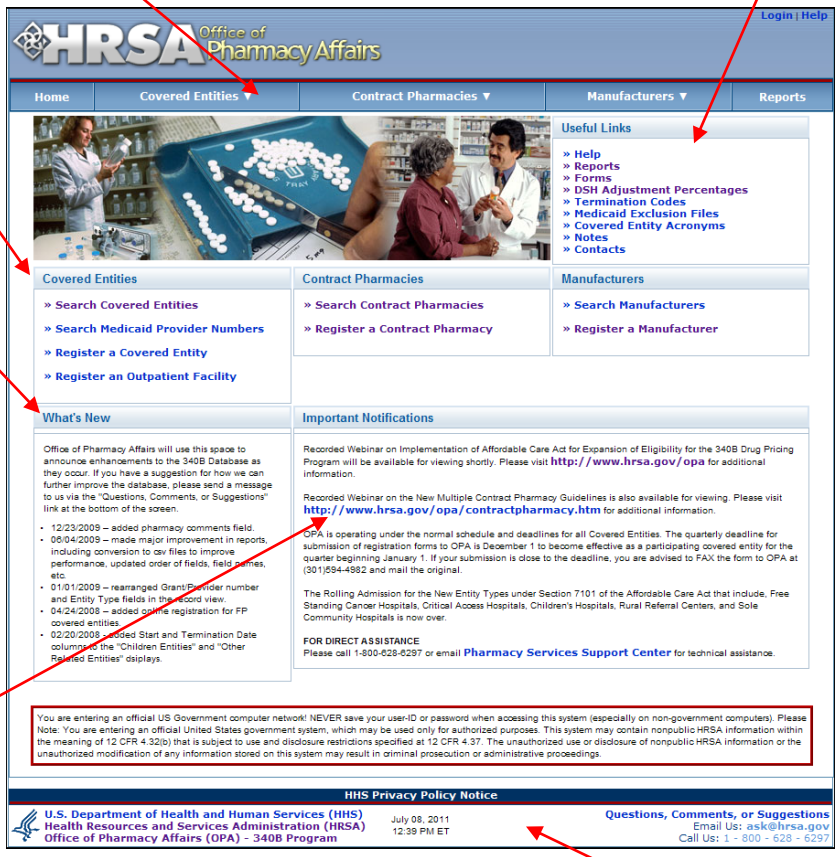
- Provides announcements and alerts pertaining to enhancements to the 340B Database.

**Important Notifications**

- Provides links to Webinars and information for contacting OPA.

**Useful Links**

- Provides links to helpful sites, including Forms, Reports, Contacts, Acronyms, etc.




**Footer**

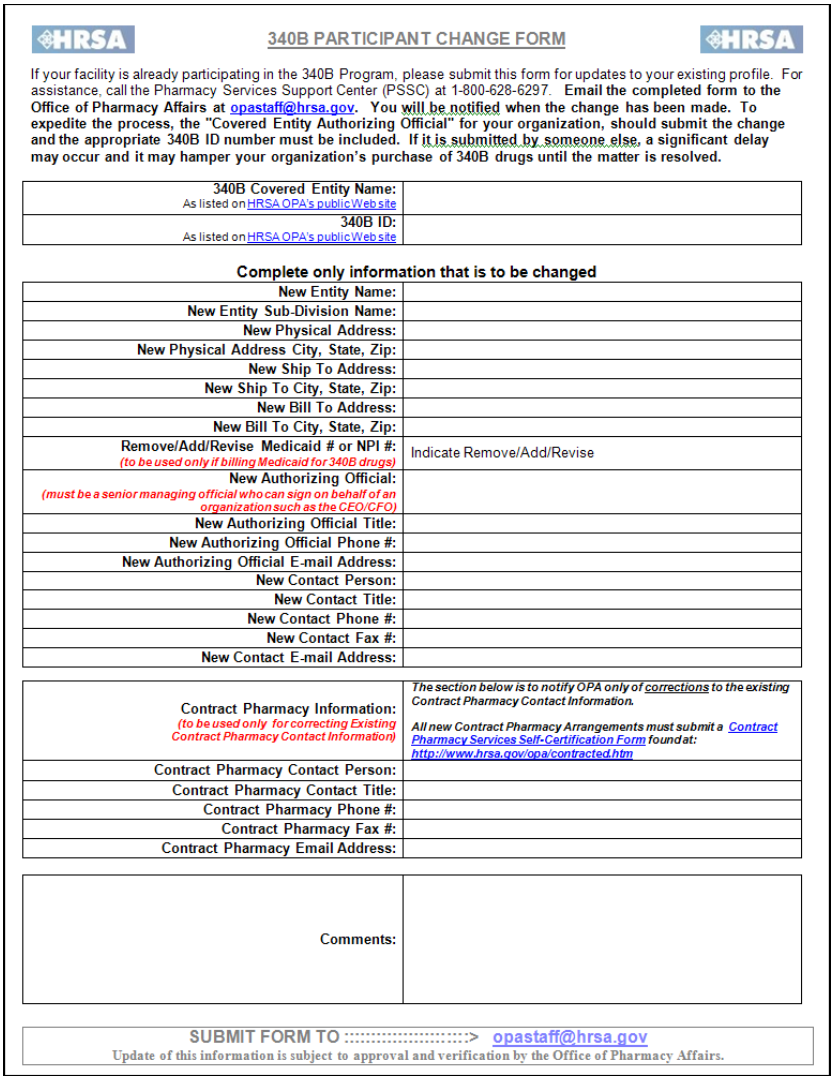
- Provides email and phone contact information to OPA.
- Provides link for submitting feedback to HRSA pertaining to the site and its content.

## HOMEPAGE FEATURES

| DETAILS | EXAMPLE |
|---|---|

### *Helpful Links*

Forms link provides access to 340B Change Request form.



HRSA 340B PARTICIPANT CHANGE FORM HRSA

If your facility is already participating in the 340B Program, please submit this form for updates to your existing profile. For assistance, call the Pharmacy Services Support Center (PSSC) at 1-800-628-6297. **Email the completed form to the Office of Pharmacy Affairs at opastaff@hrsa.gov. You will be notified when the change has been made. To expedite the process, the "Covered Entity Authorizing Official" for your organization, should submit the change and the appropriate 340B ID number must be included. If it is submitted by someone else, a significant delay may occur and it may hamper your organization's purchase of 340B drugs until the matter is resolved.**

| | |
|---|---|
| 340B Covered Entity Name: As listed on HRSA OPA's public Web site | |
| 340B ID: As listed on HRSA OPA's public Web site | |

**Complete only information that is to be changed**

| | |
|---|---|
| New Entity Name: | |
| New Entity Sub-Division Name: | |
| New Physical Address: | |
| New Physical Address City, State, Zip: | |
| New Ship To Address: | |
| New Ship To City, State, Zip: | |
| New Bill To Address: | |
| New Bill To City, State, Zip: | |
| Remove/Add/Revise Medicaid # or NPI #: (to be used only if billing Medicaid for 340B drugs) | Indicate Remove/Add/Revise |
| New Authorizing Official: (must be a senior managing official who can sign on behalf of an organization such as the CEO/CFO) | |
| New Authorizing Official Title: | |
| New Authorizing Official Phone #: | |
| New Authorizing Official E-mail Address: | |
| New Contact Person: | |
| New Contact Title: | |
| New Contact Phone #: | |
| New Contact Fax #: | |
| New Contact E-mail Address: | |

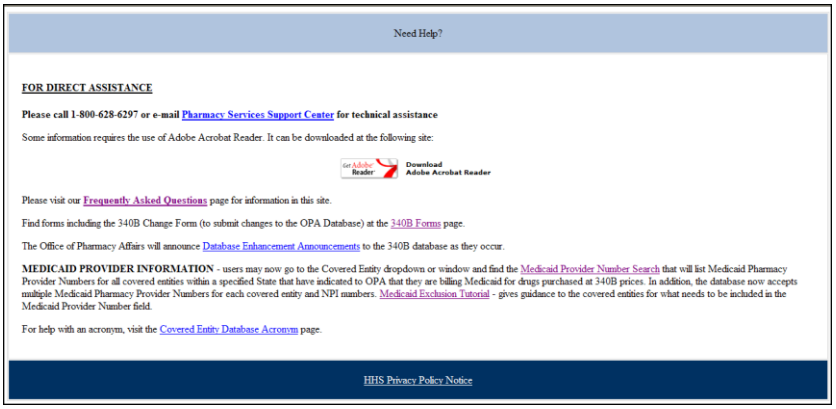
| | |
|---|---|
| Contract Pharmacy Information: (to be used only for correcting Existing Contract Pharmacy Contact Information) | *The section below is to notify OPA only of corrections to the existing Contract Pharmacy Contact Information.* *All new Contract Pharmacy Arrangements must submit a Contract Pharmacy Services Self-Certification Form found at: http://www.hrsa.gov/opa/contracted.htm* |
| Contract Pharmacy Contact Person: | |
| Contract Pharmacy Contact Title: | |
| Contract Pharmacy Phone #: | |
| Contract Pharmacy Fax #: | |
| Contract Pharmacy Email Address: | |

| | |
|---|---|
| Comments: | |

SUBMIT FORM TO :::::::::::::::::::::::> opastaff@hrsa.gov

Update of this information is subject to approval and verification by the Office of Pharmacy Affairs.

- Need Help? provides links for quick access to Frequently Asked Questions, Pharmacy Service Support Center, etc.



Need Help?

**FOR DIRECT ASSISTANCE**

**Please call 1-800-628-6297 or e-mail Pharmacy Services Support Center for technical assistance**

Some information requires the use of Adobe Acrobat Reader. It can be downloaded at the following site:

Get Adobe Reader — Download Adobe Acrobat Reader

Please visit our Frequently Asked Questions page for information in this site.

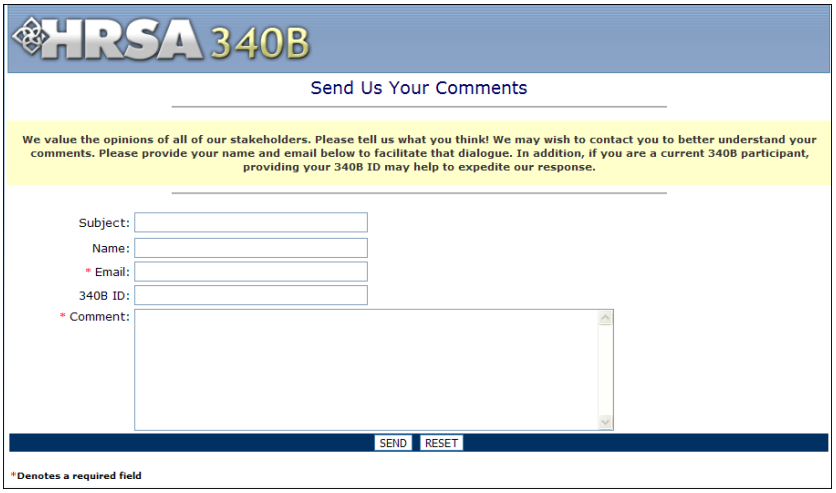
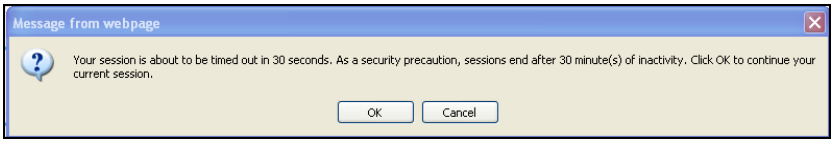
Find forms including the 340B Change Form (to submit changes to the OPA Database) at the 340B Forms page.

The Office of Pharmacy Affairs will announce Database Enhancement Announcements to the 340B database as they occur.

**MEDICAID PROVIDER INFORMATION** - users may now go to the Covered Entity dropdown or window and find the Medicaid Provider Number Search that will list Medicaid Pharmacy Provider Numbers for all covered entities within a specified State that have indicated to OPA that they are billing Medicaid for drugs purchased at 340B prices. In addition, the database now accepts multiple Medicaid Pharmacy Provider Numbers for each covered entity and NPI numbers. Medicaid Exclusion Tutorial - gives guidance to the covered entities for what needs to be included in the Medicaid Provider Number field.

For help with an acronym, visit the Covered Entity Database Acronym page.

HHS Privacy Policy Notice

| HOMEPAGE FEATURES | |
|---|---|
| **DETAILS** | **EXAMPLE** |
| • Questions, Comments, or Suggestions link provides format for submitting emails direct to OPA. |  |
| • Public Users are not required to use login credentials for the 340B System; therefore, the Login link is not needed.<br>• Help link navigates to the Need Help? screen. | |
| ***Browser Session Timeout***<br>• Once you have accessed the 340B System, the session is active for 30 minutes unless the user is entering data.<br>• Reminder pop-up window displays a message that the session will be timed out in 30 seconds. To avoid this, click on the OK button to keep the session open. |  |